

**Partners Phone Meeting Minutes
Tuesday, July 16, 2013**

Trista called the meeting to order at 12:03

ROLL CALL

Libraries present:

Bitterroot Public Library – Trista
Darby Community Library – Wendy and Paula
Drummond School-Community Library - Jodi
Fallon County Library – V Abrams
Flathead County Library & Branches – Patty
Glendive Public Library - Dawn
Lincoln County Libraries-Rick Miles
Miles Community College Library-Ann
Miles City Public Library-Hannah, Sonya, Michelle
Missoula Public Library & Branches-Honore, Elizabeth, Robert
Plains District Library-Carrie Terrell
Rosebud County Library & Branch-Mary Kay
Whitefish Community Library

Libraries absent: Hearst, Mineral County, NVPL, North Lake County

Guests: Prairie County - Rolane

Prairie County Partners Paperwork

Prairie County submitted their paperwork and the floor was open for questions. Trista asked about volunteers taking shipments. Rolane said that she has two options, either Critelli or herself. The library will send out shipments once a week, twice at the most. Wendy asked if it was required to move items every day the library is open. Melody said that that is not the case and many libraries do not send shipment every day. But, libraries need to do their reports every open day.

Melody asked about the timeframe for bringing Prairie County into partners (which will coincide with bringing on Potomac as a Missoula branch). Rolane said they are open Tuesday through Friday in the summer and Monday through Friday during the school year. Honore said Tuesdays work best for Potomac. Partners will be notified when a date is selected.

MIA Materials in Transit Reports

Wendy brought up that she is often looking for the same item for long periods of time when doing the in transit to and from reports. She suggested that all the libraries along the way also check their shelves. Patty reminded us that each library should be setting their own items to trace after two weeks and if the owning library is not the sending or the receiving library, an email should be sent to the owning library. Running a report to have each library along the way in the shipment process look for the item would be challenging to create and would increase workload for many libraries. Carrie suggested that two weeks may be too soon to check out items to trace.

Arrival Times for Crates

Dawn reported that she has been tracking how long it takes for an item to get to her library. She said that it can take 3-4 weeks for an item to get there. This did not seem specific to a particular library but was many different libraries. Dawn said that Critelli has only been delivering once a week even when they get two pickups a week. Honore suggested she talk to Critelli. Honore mentioned that Critelli is thinking about raising our per crate rate and it is good for them to know that there are issues with how long shipments are taking.

Dawn asked Hannah about toppers that asked Critelli not to sort their crates. Hannah said that those toppers have decreased transit times because they take a more direct route. Patty asked if Critelli was sorting all the crates. Elizabeth said they are only supposed to be sorting ILLs.

Melody asked if each library could put an envelope in the next item they have going to Glendive with a slip that has the date the hold was trapped (or the book was returned) so that she can create a spreadsheet to see if there is a larger pattern.

Partner Email Contacts

Patty wanted to make sure that everyone is using the contact list (available on the MSC website). Sometimes emails and/or phone calls come into the wrong person and they can be handled more efficiently if the contact list is used.

Update on Mineral County

Ken and Honore filled us in on the situation in Mineral County. The ceiling has collapsed in the building and Guna is unable to get into the library. They will not be allowed in the building for at least a month. They are going to try to open in a different location once a week and the WOW bus will be traveling there Tuesday mornings. There are 4 partners' items that were on hold at Mineral County that will be unavailable until they open back up.

Shipping ILLs Through Critelli

Patty said that they are unclear about how to send ILLs through Critelli in the most efficient manner. Elizabeth said they use a separate crate for ILL so that they are distinguished from the rest of shipment. She said FCL could stick the ILLs on the tops of crates and let the driver know.

How Floating Works

Melody suggested we go over floating materials for some of the newer libraries and because of some questions that had come up recently. Floating items that are sent out to fill a hold and land somewhere else might stay where they land. This saves money because we don't have to ship the items. Everyone shares their materials and gets more value from Partners. You do not have to keep items that have floated to your library; you can ship it back. A floating library can choose which of its collection floats. To return float items, you should use the float return report. If you check the item out to a float return account it will go back to the library that owns it. Don't use a trace account. For libraries that don't float, Melody will create a float return account. This way, if there is a problem with an item and it has holds, it can be sent back to the owning library using the float return account. Please clearly mark the item that you are sending back, especially if it is damaged or has some other issue.

Clean Holds Shelf Report Problem

Melody mentioned that the clean holds shelf report has a bug that causes some items to show up twice.

NEXT MEETING

September 17, 2013 noon via phone

Respectfully submitted by Trista Smith